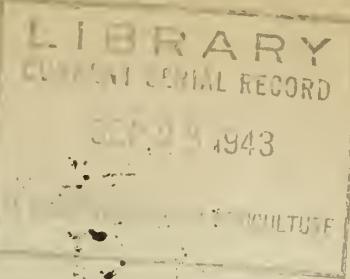


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WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington, D. C.



July 1, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement J

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Use of Standard Contract Conditions

Effective July 1, 1943 the "Standard Contract Conditions" as set forth in Form FDA-474, (copy attached) shall govern all purchases by this Branch. The provisions of Form FDA-474 supersede the "Conditions" on the reverse of Forms FDA-290, FDA-291 and FDA-292. Copies of this form have been sent to all vendors. Additional copies may be obtained from the Administrative Officer.

Hereafter the "Standard Contract Conditions" shall be made a part of every announcement and offer form, and shall be accomplished by including in the announcement or offer form "'Standard Contract Conditions' (Form FDA-474) is incorporated herein by reference and is made a part hereof." This wording shall also be included in telegraphic announcements.

When Purchase Contract Forms FDA-290, FDA-291, and FDA-292 are used, the opening sentence should be revised to read as follows: "We the undersigned vendor, hereby offer to sell the below listed commodity to the _____, on the basis of the terms, etc. and conditions set forth in 'Standard Contract Conditions' (Form FDA-474), which is incorporated herein by reference and is made a part hereof.

Conditions which are inapplicable to a particular announcement or offer form may be eliminated by stating that "Item (s) No. _____ is (are) not applicable.)

For your information, the following Special Notes are quoted from Procurement Memorandum No. 1:

Special Notes on Items 6 and 15

Item 6—Carrying Charges. The Office of Price Administration has advised us that carrying charges, unless the applicable Office of Price Administration price regulation expressly permits, may not be allowed when such carrying charges would increase Office of Price Administration ceiling price.

Item 15—Notice of Overtime Law. Shall be included in contracts whereas the seller is the processor or manufacturer of the commodity but may be eliminated from contracts where the seller is a wholesaler or jobber.

In any instance in which these conditions may be found inadequate, the announcement or offer form may vary the terms thereof or impose additional conditions.

H. C. Albin

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